

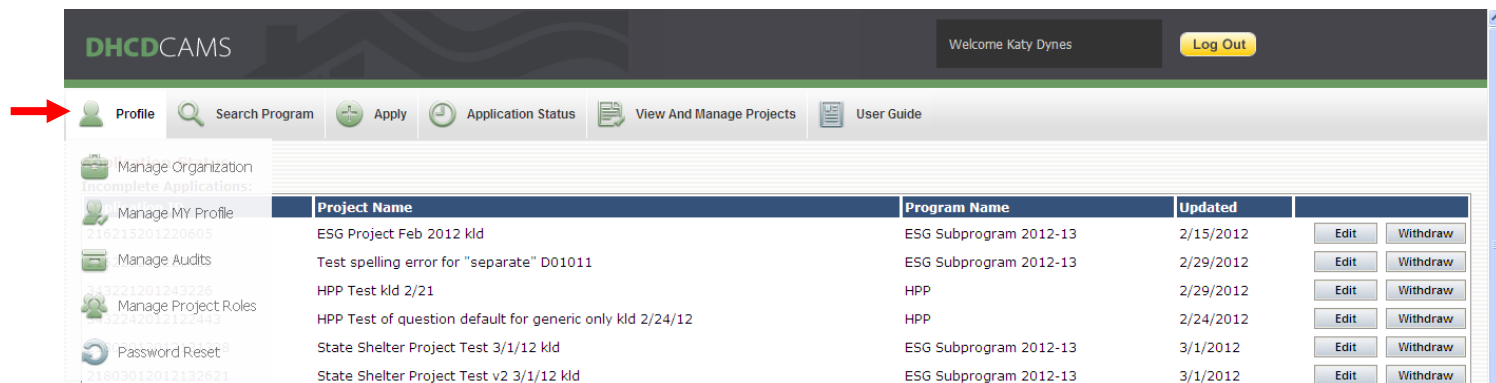
## User Reference Document - Manage Organization

A CAMS login ID and password are required to access the Manage Organization page. Additionally, only the Profile Manager or Head of the Organization can make changes to this page. Consultants do not have access to view the page.

Log into CAMS with a valid ID and password

Select the **Application and Programs** or **View and Manage Projects** menu.

Hover over the Profile menu at the top of the screen to view the available pages.



**DHCD CAMS** Welcome Katy Dynes [Log Out](#)

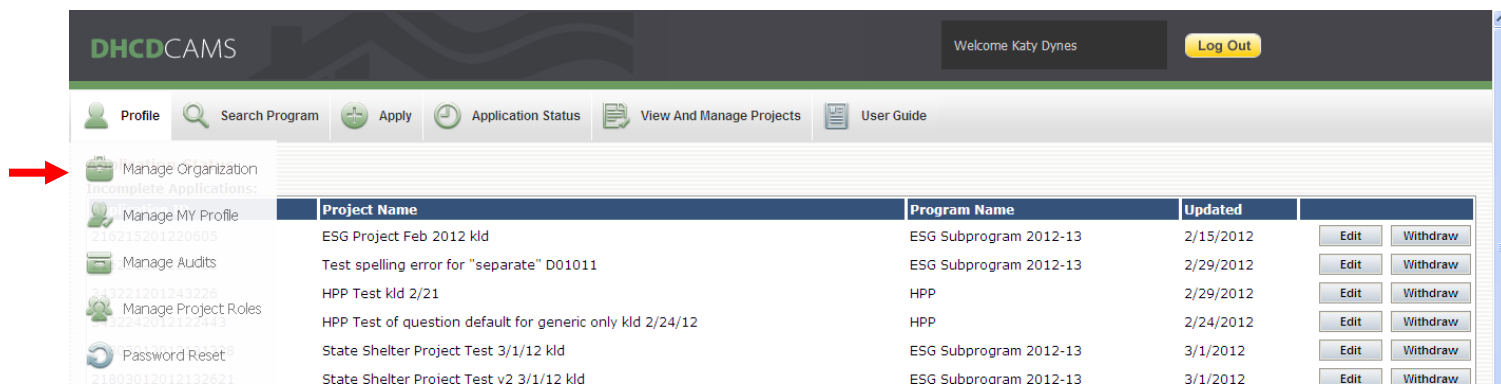
**Profile** Search Program Apply Application Status View And Manage Projects User Guide

Manage Organization

Incomplete Applications:

	Project Name	Program Name	Updated		
Manage MY Profile 216215201220605	ESG Project Feb 2012 kld	ESG Subprogram 2012-13	2/15/2012	Edit	Withdraw
Manage Audits 216215201220605	Test spelling error for "separate" D01011	ESG Subprogram 2012-13	2/29/2012	Edit	Withdraw
Manage Project Roles 216215201220605	HPP Test kld 2/21	HPP	2/29/2012	Edit	Withdraw
Manage Project Roles 216215201220605	HPP Test of question default for generic only kld 2/24/12	HPP	2/24/2012	Edit	Withdraw
Password Reset 21803012012132621	State Shelter Project Test 3/1/12 kld	ESG Subprogram 2012-13	3/1/2012	Edit	Withdraw
	State Shelter Project Test v2 3/1/12 kld	ESG Subprogram 2012-13	3/1/2012	Edit	Withdraw

Select Manage Organization.



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Manage Project Roles 216215201220605	HPP Test of question default for generic only kld 2/24/12	HPP	2/24/2012	Edit	Withdraw
Password Reset 21803012012132621	State Shelter Project Test 3/1/12 kld	ESG Subprogram 2012-13	3/1/2012	Edit	Withdraw
	State Shelter Project Test v2 3/1/12 kld	ESG Subprogram 2012-13	3/1/2012	Edit	Withdraw

## User Reference Document - Manage Organization

When the Manage Organization page displays, it looks very similar to the original organization registration page. Any changes which must be made to the organization's profile can be made here except staff changes. However, caution should be taken in updating some information such as Organization Name. If applications for funding have been initiated and you anticipate changing your organization's name, please contact the DHCD so that we can ensure there is no loss of consistency in your data.

*The screenshot below may not be current for some features due to ongoing development.*

**CAMS Organization Profile**

Use this page to update any information in your organizations profile.

**Organizational Information**

\*Organization Name:  \*Street Address:   
Address Line 2:   
\*City:  \*ZIP Code:  -  [Whats my +4?](#)

☒ Check this box if the organization address listed above is the mailing address.

\*Mailing Address:  Address Line 2:   
\*City:  \*ZIP Code:  -  [Whats my +4?](#)

\*Phone Number:  -  -  FAX Number:  -  -   
\*DUNS Number:  \*FEIN:   
Organization Website:  (eg. www.mysite.com)

\*Organization Type (Check all that apply):  
☒ Nonprofit Organization  
☒ Developer  
☒ Localities  
☒ CHDO  
☒ Planning District Commission

Select all activities in which your organization is involved. This information will allow DHCD to send notices or contact you based on your area of work or interest. Select all that apply.

Activity Type:  
☒ Homeless Service  
☒ Housing  
☐ Economic Development  
☐ Infrastructure  
☐ Community Development

Once changes have been made, click on the Update button. The onscreen message below confirms the updates have been made. It is not necessary to select the Update button more than once.

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**CAMS Organization Profile**

Thank you for updating your organization profile.